



# Team Achievement Award

## Objective

To recognize a team for outstanding accomplishment within or across any of the functional fields of comptrollership.

## Award Criteria

Any team of military, civilian or civilian and military persons employed by the Department of Defense or the United States Coast Guard (to include National Guard & Reserve Components) may be nominated. A team is defined as a grouping of individuals, made up of four to twenty individuals, brought together temporarily to perform a specific task not in the purview of the current office structure. ASMC membership is not required for nomination.

## Submission Requirements

Any office or person in the Department of Defense, or the United States Coast Guard (to include National Guard & Reserve Components) may nominate a team that has demonstrated outstanding performance. If nomination is through an ASMC chapter, chapters are encouraged to submit all qualified nominations. Only those nominations submitted on the official ASMC Team Achievement Award form will be considered. This form may be locally reproduced in the same size. The justification must be limited to two typed pages. Justification should cite specific examples and factual details. Do not attach supporting documentation or additional justification. It will not be considered during the evaluation process.

## Award Selection Procedures

Judging will be based on outstanding team performance as evidenced by documentation of specific ac-

complishments during the calendar year. The success of the team, adoption of study results or outcome of savings from the team's efforts will be necessary to determine the effectiveness of the team. A selection panel, chaired by a national officer, will review all nominations received and make final recommendations to the ASMC National Executive Committee, who will approve the final award winners. Winners will be notified by May 1.

## Deadline

Nominations **must be received** by January 31 to be considered by the selection panel. If January 31 falls on a weekend or holiday, the deadline will be the next business day. No exception to this deadline will be allowed.

## For More Information

ASMC National Awards Committee  
Donna Burrows  
301-227-7544 or DSN 287-7544

## Send Submissions to:

Ms. Donna Burrows  
Attn: ASMC Team Achievement Awards  
4600 Sangamore Rd., Mail Stop D-49  
Bethesda, MD 20816

## Recognition

Awards will be presented at the annual ASMC Professional Development Institute (PDI). Nominating officials should encourage the superiors of all organizations that have winning candidates to have those candidates present at the annual PDI to receive awards.



# Team Achievement Award Nomination Form

**Calendar Year (CY): 2003**

*Nominations must be received by January 31, 2004*

## Nominee Data

**Team Name:** \_\_\_\_\_

**Team Leader:** \_\_\_\_\_  
RANK/ GRADE FIRST M.I. LAST SERVICE/AGENCY

**Permanent Office Address of Team Leader (Include Zip Code or APO/FPO #)**

\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Facsimile:** \_\_\_\_\_  
DSN/FTS COMMERCIAL DSN/FTS COMMERCIAL

**E-Mail Address:** \_\_\_\_\_

**Team Members:** 1. \_\_\_\_\_ 11. \_\_\_\_\_  
(Include Rank 2. \_\_\_\_\_ 12. \_\_\_\_\_  
and Full Name) 3. \_\_\_\_\_ 13. \_\_\_\_\_  
4. \_\_\_\_\_ 14. \_\_\_\_\_  
5. \_\_\_\_\_ 15. \_\_\_\_\_  
6. \_\_\_\_\_ 16. \_\_\_\_\_  
7. \_\_\_\_\_ 17. \_\_\_\_\_  
8. \_\_\_\_\_ 18. \_\_\_\_\_  
9. \_\_\_\_\_ 19. \_\_\_\_\_  
10. \_\_\_\_\_

## Nominator Data

**Name:** \_\_\_\_\_  
RANK/GGRADE FIRST M.I. LAST

Signature

Date

**Position Title:** \_\_\_\_\_

**Office Address (Include Zip Code or APO/FPO #)**

\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Facsimile:** \_\_\_\_\_  
DSN/FTS COMMERCIAL DSN/FTS COMMERCIAL

**E-Mail Address:** \_\_\_\_\_

*This is the only form that may be utilized to submit a nomination for an ASMC Team Achievement Award. All award nominations must be fully justified on the justification page. Justification must be limited to the space provided on the justification page and one additional page.*

*Not for use after January 31, 2004*



# Team Achievement Award Nomination Form

*Justification Data; Specific CY Accomplishments*

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**MAIL TO: Ms. Donna Burrows, Attn: Individual Achievement Awards, 4600 Sangamore Rd., Mail Stop D-49, Bethesda, MD 20816-5003**

*Not for use after January 31, 2004*